

MUNICIPAL FLAG POLICY

Scope: This policy shall encompass all Municipal American flags on Carlisle Town property, including, but not limited to, flags at the Town Hall, Police and Fire Stations, Library, DPW, Schools and on the Town Common.

Purpose: To ensure that all of Carlisle's Municipal Flags are flown appropriately.

Standard Flag Protocol: All American Flags shall be flown in accordance with applicable State and Federal Laws.

In particular:

1. The American Flag shall be flown only during daylight hours, unless properly lit.
2. The American Flag should not be flown during inclement weather.
3. The American Flag shall be flown at full mast unless otherwise indicated by this policy.
4. The American Flag shall be flown on all Federal and State Holidays.

Half Staff Protocol: Carlisle's municipal American Flags shall be flown at half staff under the following conditions:

1. When so ordered by the Federal Government or President of the United States.
2. When so ordered by the State Government or the Governor of the Commonwealth of Massachusetts.
3. When so ordered by the Carlisle Board of Selectmen or its Chairman.
4. Upon the death of any in-service or retired military personnel with principle residence in the Town of Carlisle.
5. Upon the death of any active Carlisle municipal official.
6. Upon the death of any former prominent Carlisle municipal official.

Note: When the American Flag is flown at half staff after the death of an individual it shall remain at half staff from the time of death until the time of burial, unless otherwise indicated.

Half Staff Process: The Town Administrator shall inform all departments and pertinent individuals of the need to fly the American Flag at half mast using the

attached form (facsimile or email). In addition, the TA may inform individuals by telephone or in person, if it is more expedient. The Town Administrator shall also notify the local newspaper of the reason for the flag being flown at half mast.

Town of Carlisle
American Flag Procedure – Half Staff Protocol